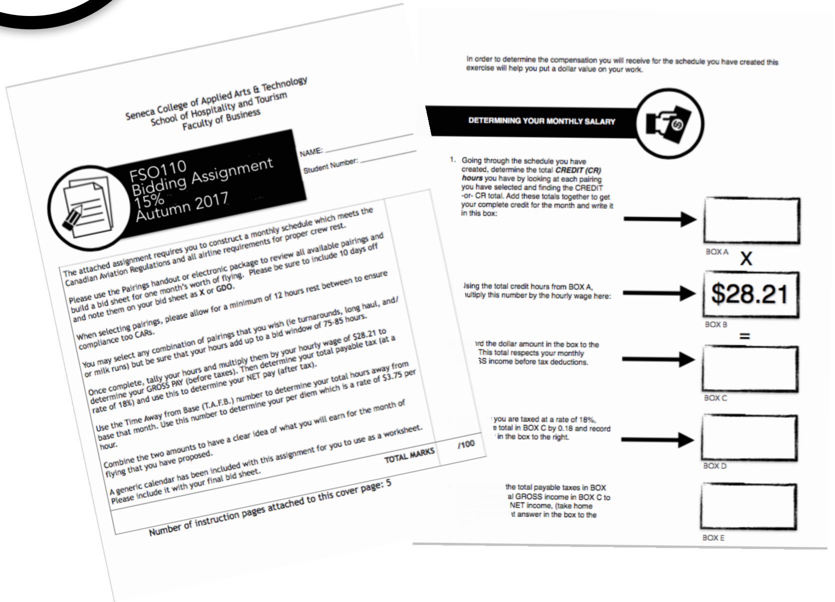
SCHOOL OF HOSPITALITY AND TOURISM

Flight Attendant Specific – Policies & Procedures

BIDDING ASSIGNMENT

The Assignment



Seneca College of Applied Arts & Technology
School of Hospitality and Tourism
Faculty of Business

FSO110
Bidding Assignment
15%
Autumn 2017

NAME:
Student Number:

The attached assignment requires you to construct a monthly schedule which meets the Canadian Aviation Regulations and all airline requirements for proper crew rest.

Please use the Pairings handout or electronic package to review all available pairings and build a bid sheet for one month's worth of flying. Please be sure to include 10 days off and note them on your bid sheet as X or GDO.

When selecting pairings, please allow for a minimum of 12 hours rest between to ensure compliance too CARs.

You may select any combination of pairings that you wish (ie turnarounds, long haul, and/or milk runs) but be sure that your hours add up to a bid window of 75-85 hours.

Once complete, tally your hours and multiply them by your hourly wage of $28.21 to determine your GROSS PAY (before taxes). Then determine your total payable tax (at a rate of 18%) and use this to determine your NET pay (after tax).

Use the Time Away from Base (T.A.F.B.) number to determine your total hours away from base that month. Use this number to determine your per diem which is a rate of $3.75 per hour.

Combine the two amounts to have a clear idea of what you will earn for the month of flying that you have proposed.

A generic calendar has been included with this assignment for you to use as a worksheet. Please include it with your final bid sheet.

TOTAL MARKS /100

Number of instruction pages attached to this cover page: 5

In order to determine the compensation you will receive for the schedule you have created this exercise will help you put a dollar value on your work.

DETERMINING YOUR MONTHLY SALARY

1. Going through the schedule you have created, determine the total *CREDIT (CR) hours* you have by looking at each pairing you have selected and finding the CREDIT -or- CR total. Add these totals together to get your complete credit for the month and write it in this box:

BOX A

X

Jsing the total credit hours from BOX A, nultiply this number by the hourly wage here:

$28.21

BOX B

=

ırd the dollar amount in the box to the This total respects your monthly 3S income before tax deductions.

BOX C

you are taxed at a rate of 18%, e total in BOX C by 0.18 and record in the box to the right.

BOX D

the total payable taxes in BOX al GROSS income in BOX C to NET income, (take home ıt answer in the box to the

BOX E

Build a schedule using the Pairing Package provided on BlackBoard while ensuring you are adhering to the scheduling rules as outlined on the assignment booklet.

The Rules

1. Your total monthly hours must be between 75 and 85 hours.

(This is adding all the TBLK times of each pairing together)

2. You must ensure you have 10 GDOs.

(You may have more but you cannot have less and are only required to label 10 as GDOs)

3. You must ensure that you have a minimum of 12 hours between pairings.

(This is the time between D-END of one *pairing* and BSE RPT of another).

4. You must ensure you parings are placed on the correct day according to the preliminary pairing reports.

(Use the calendar next to each pairing in the pairing package to determine the date it falls)

Reading a Pairing Review

Report time in this example is indicated with **REPT**

The calendar shows each day this pairing operates by indicating what day it begins on. It may operate several times a month so be careful to watch for this!

TOG is the same as GRNT in this example.

RLS is the same as D-END in this example.

Credit is the term used for total block time

TAFB will be needed to calculate your per diem, the amount shown in the **PERDIEM** area is for all crew members, not an individual.

```
TORONTO (MT) [0,0,3,0] YYZ: __3____ effective APR 06-APR 06 no exceptions.

 MO TU WE TH FR SA SU DAY  FLT#        DEP ARR DEP   ARR   BLK   TOG   DUTY  CREDIT    LO     A/C CREW COMP
                -- -- -- ---------------- --- --- ----- ----- ----- ----- ----- --------- -----  --- ---------
A-- -- 06 -- -- -- --      RPT                   15:30             1h00
P-- -- -- -- -- -- -- We 1   00434     YYZ YOW 16:30 17:29  0h59  0h46        0h59           _73G [1,1,3,1]
R-- -- -- -- -- -- -- We 1   00371     YOW YYZ 18:15 19:18  1h03  0h57        1h03           _73G [1,1,3,1]
 -- -- -- -- -- --    We 1   00596     YYZ YUL 20:15 21:27  1h12              1h12           _73G [1,1,3,1]
                                                    21:42  3h14  0h15  6h12  3h14(L)
                      ---- YUL hotel TBD /    --------------------------------          16h33
                                             14:15             1h30
                      Th 2   01058     YUL FLL 15:45 19:22  3h37  1h08        3h37           _73G [1,1,3,1]
                      Th 2   01059     FLL YUL 20:30 23:59  3h29              3h29           _73G [1,1,3,1]
                                                    00:14  7h06  0h15  9h59  7h06(L)
                      ---- YUL hotel TBD /    --------------------------------          12h46
                                             13:00             1h00
                      Fr 3   00589     YUL YYZ 14:00 15:20  1h20  1h45        1h20           _736 [1,1,3,1]
                      Fr 3   01220     YYZ FLL 17:05 20:18  3h13  0h57*       3h13           _73H [1,1,3,1]
                      Fr 3   01221     FLL YYZ 21:15 00:25  3h10              3h10           _73H [1,1,3,1]
                           RLS                      00:40  7h43  0h15 11h40  7h43(L)
____________________________________________________________________________________________

TAFB:    57h10     Credit Time:     18h03(D)     PERDIEM:     526.50
```

Use the calendar provided to plot pairings you select from the package. Be sure to record the important information including:

PAGE YOU FOUND THE PAIRING
BSE REPT
BLK/CR
TAFB
D-END

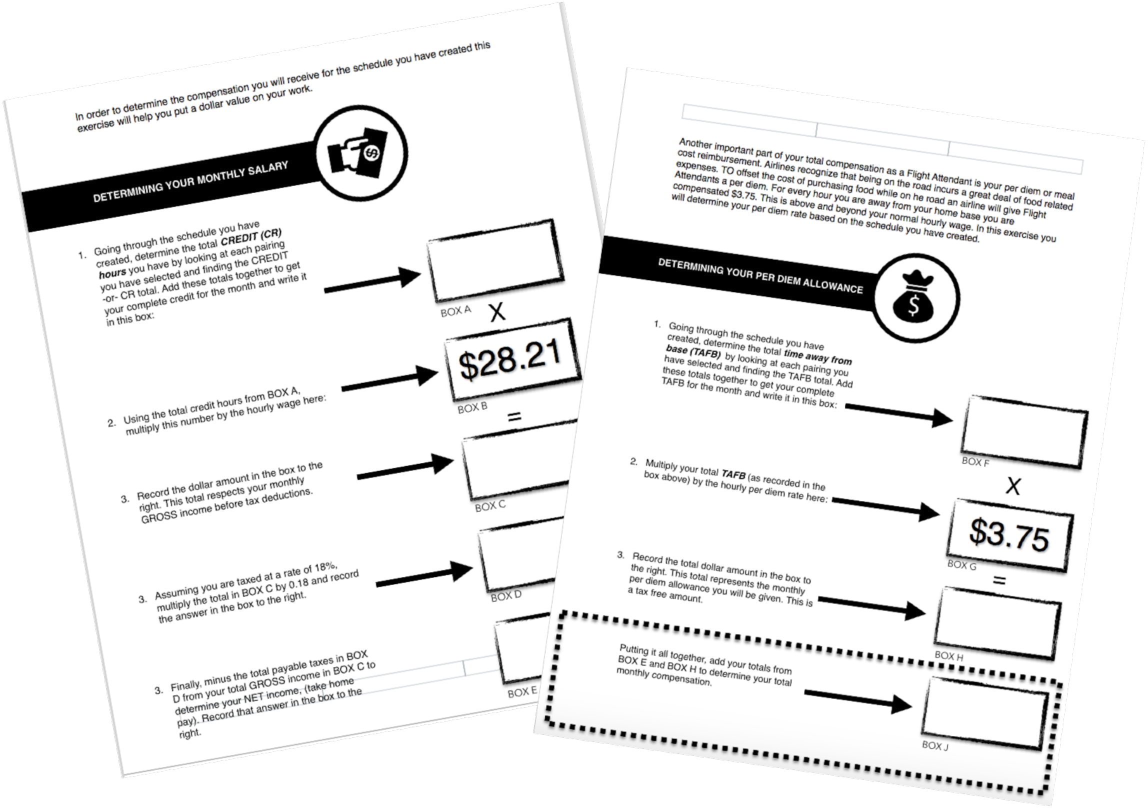
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 GDO
2 GDO	3 GDO	4 GDO	5 T4335 RPT: 0945	6	7 CR: 10H21 TAFB: 59H50 D-END: 2135	8 GDO
9 GDO	10 T2332 RPT: 0700	11 CR: 14H55 TAFB: 37H05 D-END: 2005	12 GREY DAY	13 GREY DAY	14 GDO	15 GDO
16 GDO	17 T7876 RPT: 0830 CR: 9H09 TAFB: 11H35 D-END: 2005	18 GDO	19 GDO	20 T5654 RPT: 1235	21	22 CR: 21H20 TAFB: 59H00 D-END: 2335
23 GDO	24 T9087 RPT: 0545	25 CR: 16H52 TAFB: 35H00 D-END: 1645	26 T6765 RPT: 0730 CR: 8H32 TAFB: 13H15 D-END: 0845	27 GDO	28 GDO	29 GDO
30 GDO						

Once you are done plotting your pairings you must complete the 'Bid Sheet'. This essentially prioritizes your pairings or days off based on what you have selected. You will start on line 1 with your most desired request (a specific, single day off or a specific pairing). If you enter a day off simply write GDO and then add the date in the date column. If you enter a pairing put the appropriate page number you found the pairing from the Pairing Package and the date(s) of the pairing.

Creating a bid requires placing each pairing and GDO on a separate line. Below you will find a BID SHEET. Once you have created your schedule enter in EACH pairing (using the pairing number) and EACH GDO in your preferred order of priority. Be sure to include the appropriate dates which correspond with each item.
All pairings and all GDOs are required to be entered on a separate line.

CHOICE	GDO OR PAIRING NUMBER	DATE(S)
1st		
2nd		
3rd		
4th		
5th		
6th		
7th		
8th		
9th		
10th		
11th		
12th		
13th		
14th		
15th		
16th		
17th		
18th		
19th		
20th		
21st		
22nd		
23rd		
24th		

Once your BID SHEET is completed move on to the portion of the assignment pertaining to your MONTHLY SALARY and follow the instructions to calculate your wage.


In order to determine the compensation you will receive for the schedule you have created this exercise will help you put a dollar value on your work.

DETERMINING YOUR MONTHLY SALARY

1. Going through the schedule you have created, determine the total ***CREDIT (CR) hours*** you have by looking at each pairing you have selected and finding the CREDIT -or- CR total. Add these totals together to get your complete credit for the month and write it in this box:

BOX A

X

2. Using the total credit hours from BOX A, multiply this number by the hourly wage here:

$28.21

BOX B

=

3. Record the dollar amount in the box to the right. This total respects your monthly GROSS income before tax deductions.

BOX C

3. Assuming you are taxed at a rate of 18%, multiply the total in BOX C by 0.18 and record the answer in the box to the right.

BOX D

3. Finally, minus the total payable taxes in BOX D from your total GROSS income in BOX C to determine your NET income, (take home pay). Record that answer in the box to the right.

BOX E

Another important part of your total compensation as a Flight Attendant is your per diem or meal cost reimbursement. Airlines recognize that being on the road incurs a great deal of food related expenses. TO offset the cost of purchasing food while on he road an airline will give Flight Attendants a per diem. For every hour you are away from your home base you are compensated $3.75. This is above and beyond your normal hourly wage. In this exercise you will determine your per diem rate based on the schedule you have created.

DETERMINING YOUR PER DIEM ALLOWANCE

1. Going through the schedule you have created, determine the total ***time away from base (TAFB)*** by looking at each pairing you have selected and finding the TAFB total. Add these totals together to get your complete TAFB for the month and write it in this box:

BOX F

X

2. Multiply your total ***TAFB*** (as recorded in the box above) by the hourly per diem rate here:

$3.75

BOX G

=

3. Record the total dollar amount in the box to the right. This total represents the monthly per diem allowance you will be given. This is a tax free amount.

BOX H

Putting it all together, add your totals from BOX E and BOX H to determine your total monthly compensation.

BOX J